



What you think matters!

Issue Solicitation Form

Issue title: (Tell us **what** the problem/issue/concern is – a few words to describe it)

Scope: (Tell us **about** the issue; **why** it's a problem; **who** it affects)

Recommendations(s): (Tell us **what** we should do to fix it)

Submitter's name, phone number and email: (optional) [This information gives us a way to contact you for more information or to let you know what happened to the issue.]

Return completed form via email to lisa.williams.22@us.af.mil



MFAP ISSUE CHECKLIST

TITLE

- ✓ Does the title tell the reader what the issue is about?
- ✓ Does the title summarize the issue, not the recommendation?
 - Caution: Titles do not start with verbs
- ✓ Is the title brief? Be sure it is a title and not a sentence.

SCOPE

- ✓ Is the scope detailed enough to validate the problem- a paragraph with at least 3 sentences?
 - The introductory sentence states the current situation- it is the problem statement
 - The middle sentences provide facts and/or details
 - The concluding sentence states the impact- why the issue is important
- ✓ Will someone unfamiliar with the issue understand it?
 - *Caution: Don't abuse buzzwords such as "readiness", "retention", and "esprit"*
 - Caution: Avoid long descriptions, big words, and irrelevant details
 - Caution: Is your issue factually correct
- ✓ Does the Scope state one problem, not several related issues?

RECOMMENDATIONS

The recommendation tells the reader what you want to happen

- ✓ Are recommendations numbered?
- ✓ Do recommendations start with a strong action verb?
- ✓ Do all recommendations relate to the problem identified in the Scope?
- ✓ Have delegates limited the number of recommendations?
 - Caution: Issues should have no more than 2 recommendations
- ✓ Do the recommendations identify a specific end product?
 - *Caution: Don't identify how to make it happen.*
- ✓ Do recommendations meet issue criteria?
 - Issue has broad impact and is within the ability of this command or higher HQs to influence
 - Issue is attainable after considering current political and resource environment
 - Issue has measurable end product
 - Issue does not duplicate an active MFAP issue or one that has been addressed in the past 2 years